

Larissa B. Harper
1075 E. Holly Grove Rd.
Lexington, NC 27292
Ph: 336-686-0870
Email: send2rissa@gmail.com

06-23-2020

Mr. Lane Bailey
City Manager
lbail@salisburync.gov

Ms. Ruth Kennerly
Human Resources Director
rchap@salisburync.gov

City of Salisbury, NC
132 N. Main St.
Salisbury, NC 28144

RE: Letter of Resignation

Mr. Bailey and Ms. Kennerly:

This letter is to notify you that I hereby resign from the position of Downtown Development Director/Executive Director for Downtown Salisbury, Inc., due to a hostile work environment and work place harassment, effective today (June 23, 2020). I am willing to work a two week notice per the requirements of City policy.

Sincerely,

Larissa Harper 

Larissa Harper





Office of the
City Manager

City of Salisbury North Carolina

June 24, 2020

Via Hand Delivery

Larissa Harper
1075 E. Holly Grove Rd
Lexington, NC 27292

Re: Resignation

Dear Larissa,

This letter is to acknowledge receipt of your resignation letter dated Tuesday, June 23, 2020. The letter indicated your resignation is effective immediately. You also offered in the letter to work a two-week notice pursuant to City policy. The City will not require you to work a two-week notice, and considers your resignation effective as of June 23, 2020.

You also alleged in the letter that you were subject to a hostile work environment and workplace harassment. The City takes these allegations very seriously. In order for the City to promptly and thoroughly investigate these allegations pursuant to City policy, please provide Ruth Kennerly, the Human Resources Director, with specific details about your allegations. You may do this in writing or you may schedule a meeting Ms. Kennerly by contacting her by email at rchap@salisburync.gov or by telephone at (704) 638-2168.

Sincerely,

W. Lane Bailey
City Manager

cc: Ruth C. Kennerly, HR Director
Personnel file



City of Salisbury
Personnel Action Notice (PAN)

INSTRUCTIONS: Use this form for adding new hires or making employee changes. Fill in applicable information and forward to the Human Resources Department. Please print legibly.

ALL TRANSACTIONS:

Employee # **4464** Name: **Larissa B. Harper** Fund/Dept/Div.: **010-496-000**

EMPLOYMENT:

☐ New

☐ Rehire

Job Classification _____

Rate of Pay _____

Regular - Full Time

Effective Date _____

Regular - Part Time

Work Schedule: Hours / Days _____

Seasonal - Full Time

Replacement for (Name): _____

Seasonal - Part Time

Other Temporary (Projected Termination Date) _____

Supervisor: _____

ACTION TYPE:

Please select all that apply:

☐ Promotion

☐ Transfer

☐ Salary Adjustment

☐ Leave

☒ Other (Stipends, Incentive pay, etc.)

Effective Date

June 23, 2020

From

To

Department

Cost Center

Title

Rate of Pay

\$80,167.63

(Annual/ Hourly)

(Annual/ Hourly)

Supervisor

Grade

Hours

Exemption

COMMENTS:

Larissa submitted a resignation effective June 23, 2020.

RECOMMENDED BY:

(Signature)

(Date)

(Print Name)

APPROVED BY:

(Signature)

W. Lane Bailey

(Print Name)

(Date)

July 14, 2020

To be Completed by Human Resources and Finance Personnel Only

HUMAN RESOURCES APPROVAL:

(Signature)

(Print Name)

7/21/2020

(Date)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

(Finance Signature)

(Print Name)

(Date)

ENTERED BY:

(Signature)

(Print Name)

(Date)

AUDITED BY:

(Signature)

(Print Name)

(Date)

8/5/2020

Jennifer Silvix

